



Dear Election Services Partner:

The National Conference this year is in Orlando, Florida on August 26 – 30, 2023. We invite you to exhibit your goods and services at the Grand Cypress Hotel beginning Sunday, August 27 and continuing through Tuesday, August 29 mid-morning.

The Election Center is proud to continue the partnership with our election services companies striving to make democracy work for voters at local, state and national levels. It is why we have always spoken up for the election services industry as well as the elections profession because we know the value of those who provide goods and services to elections offices throughout America.

The Election Center continues to grow in membership and we continue to be the premier election membership organization in the United States, representing all levels of government. This translates to new members with each year's National Conference and opportunities for you to share your products and services directly with the frontline users.

We ask for your continued support by making contributions over and above your exhibitor fees. As we strive to keep the costs to our members (including vendors) as reasonable as we can, often supplementing the costs above and beyond what we collect in registration fees. The costs associated with these conferences is increasing every year. Please volunteer to sponsor these costs by contributing and completing the sponsorship sheet which is included with this announcement. Sponsors will be recognized in writing in the final program, on an easel board in the exhibit area and will be announced at the beginning of the conference program.

We look forward to seeing you in Orlando and thank you for your continued support of the Election Center programs and those election administrators who truly are the gatekeepers of democracy.

Please visit the Election Center website (www.electioncenter.org) to register or contact Chrissi Keller, our national Exhibit Coordinator, to make arrangements to participate in this year's conference. You can reach Chrissi at cckeller52@gmail.com or by telephone 360-652-8553.

Sincerely,

A handwritten signature in black ink that reads "Joseph Paul Gloria". The signature is written in a cursive style.

Joseph Paul Gloria
Chief Executive Officer – Operations

Encl: Exhibitor Information; Sponsorship Form; Contract (signature required); Shipping Information



Exhibitor Information

You are invited to participate in the Election Center's 38th Annual National Conference

DATES TO NOTE:

Conference Dates	August 26-30, 2023
Registration deadline date	August 4, 2023
Hotel deadline to receive group rate	August 3, 2023
Last date to cancel to receive refund credit	August 5, 2023
Set-up 12 – 2 pm (no set-up prior to noon)	Sunday, August 27, 2023
Breakdown 11am (Immediately)	Tuesday, August 29, 2023

EXHIBITOR INFORMATION:

Your Registration Fee covers two (2) people from your company for Welcome Reception on Sunday, 8/27, breakfast both Monday, 8/28 & Tuesday, 8/29, dinner and evening event on Monday night, 8/28 and the graduation luncheon Tuesday, 8/29. Please get your registration in early for the best display spots. Space is assigned on a registration "First In, First Spot" basis.

HOTEL RESERVATIONS:

The Grand Cypress Hotel, Orlando, FL, will host The Election Center 38th Annual National Conference. Make your reservations at the Grand Cypress Hotel by going to the Election Center website on the homepage under Conference and Events and click on the registration button. You will see the hotel reservations information and link on the checkout page. Please contact Chrissi Keller or the Election Center with any questions. Our contact information is at the end of this notification.

Please see additional Hotel information in conference brochure found on the website:

www.electioncenter.org.

FEES and INFORMATION:

The Exhibitor registration fees and options can be found in the electronic registration materials on the Election Center website (www.electioncenter.org). Your assigned space will be clearly marked upon arrival.

BRIEF COMPANY DESCRIPTION: Your company write-up will appear in the Exhibitor Directory: i.e., company name, telephone number, internet address and brief description of product/company or how you wish to describe your product or company. Limited to one or two paragraphs of approximately 5-6 lines each. Scannable logo will be included if provided. Please send all information for the Exhibitor Directory to Chrissi Keller at cckeller52@gmail.com

You will be **provided an attendee list which will be e-mailed to you approximately 2 weeks in advance of the start of the Conference.** Space is limited so please get your registration in early.

HOSPITALITY FUNCTIONS

Please contact Sarahi Martinez, Event Manager, Grand Cypress, at: Sarahi.martinez@hyatt.com or 407-239-3953 for Hospitality/User Group functions and meeting space.

EXTRACURRICULAR ITEMS:

Monday, 8/28 evening dinner and event

Tuesday, 8/29, graduation luncheon

Wednesday, 8/24 optional tour: Orange County, FL Election Office (information and registration on the Electioncenter.org website)

SECURITY & PARKING:

Evening security will be provided in the exhibit area. Parking rates and information can be found in the Conference Brochure online.

SHIPPING:

Ship to arrive no earlier than 3 business days before event. Shipping address: Guest Name, Exhibitor Name, Election Center Conference, c/o FedEx Office, One Grand Cypress Blvd., Orlando, FL 32836. See enclosed FedEx Shipping Instructions for more details.

AUDIO/VISUAL:

Each table will be provided basic 110 power at no additional charge. However, if additional power, i.e. 220, monitors, Wi-Fi, etc. is needed please contact Sarahi Martinez, Event Manager at Sarahi.martinez@hyatt.com.

QUESTIONS:

Chrissi Keller, Exhibit Coordinator
13317 34th Avenue NW
Tulalip, WA 98271
T: (360) 652-8553; FAX (360) 652-8625
Cell: (425) 268-7935
Email: cckeller52@gmail.com

Election Center
21946 Royal Montreal Drive, Suite 100
Katy, TX 77450
T: 281-396-4309
Email: services@electioncenter.org

See you in Orlando!



38th Annual National
Conference

EXHIBITOR

SPONSORSHIP

Sponsorship is an integral part of providing beneficial educational experience for Election Officials. Please volunteer to sponsor our conference by contributing and completing this sponsorship form. Sponsors will be recognized in writing in the final program and via signage in the exhibit area.

Yes, _____ is delighted to sponsor:
(Company name)

Platinum Sponsorship: ___ \$10,000

Gold Sponsorship: ___ \$7500

Silver Sponsorship: ___ \$5000

Total Sponsorship: \$ _____

Sponsorship can be paid via check or credit card. If paying by check, please make check payable to the Election Center and indicate in memo "sponsorship – EC National Conference". Mail this completed form (or scan and email the completed form to services@electioncenter.org) and payment to Election Center, 21946 Royal Montreal Drive, Suite 100, Katy, TX 77450. If paying by credit card please go to <http://www.electioncenter.org/payments.php> and in 'this payment is for' field, indicate "sponsorship-EC National Conference" and scan and email your completed form to services@electioncenter.org

THANK YOU FOR YOUR CONTINUED SUPPORT!



☞ Conference Exhibitor Agreement (requires signature) ☞

Please read and email signed agreement to Exhibit Coordinator, Chrissi Keller at cckeller52@gmail.com.

This agreement is made between The Election Center/Exhibit Coordinator and the Conference Exhibitor.

Duties of the Exhibit Coordinator/Election Center

For purposes of this agreement, The Exhibit Coordinator and the Election Center are assumed to be the same entity, and therefore, any reference to one of these entities is assumed to be referenced to the other. Reference to these entities may be used interchangeably.

The Exhibit Coordinator reserves the right to fix the time for installation of a booth prior to the opening of the “show” and the time for its removal subsequent to the conclusion of the “show”. All of the scheduled times for setup and tear down are listed on the “Conference Information Sheet” which is provided to the Exhibitor by the Exhibit Coordinator. The Exhibit Coordinator may reassign or sell any space not claimed and occupied two hours prior to the “show”. Should the Exhibit Coordinator elect to reassign or sell unclaimed space within the aforementioned time, there will be no refund to the original Exhibitor. The Exhibit Coordinator will not assume any responsibility for the contents of the exhibitor’s crates and boxes. The Exhibit Coordinator may destroy any crates/boxes not marked and identified. Any crates and boxes or other exhibit material unclaimed by the exhibitor 24 hours after the conclusion of the “show” will be removed at the exhibitor’s expense. The Exhibit Coordinator will bill the Exhibitor for removal time, and/or storage together with any handling fees at a rate of \$300.00 per day. The Exhibit Coordinator will assume no responsibility for the contents of the exhibitor’s crates or boxes. The Exhibit Coordinator may deny future participation to any Exhibitor that has not settled any outstanding fees or has failed to resolve any outstanding issue at least 15 days prior to the onset of any new “show”.

Neither the Exhibit Coordinator, nor the exhibit facility shall assume any liability for any loss or damage to the exhibit material not properly stored or maintained before, during or after the “show”.

Duties of the Exhibitor

It shall be the Exhibitor’s responsibility to properly mark and identify their crates and boxes, or other materials. Any material belonging to the Exhibitor that is not properly marked or identified may be destroyed.

The Exhibitor shall occupy any assigned space at least three hours prior to the start of the “show”. It shall be the exhibitor’s responsibility to ensure that the installation of all exhibits is fully completed by the opening time of the “show”.

The Exhibitor and/or the Exhibiting firm shall assume the responsibility for its authorized representative to follow all contract rules and regulations.

The Exhibitor shall be responsible for resolving all outstanding debts. No Exhibitor shall participate in any conference show without payment of all outstanding fees and debts that have been previously incurred.

I hereby agree to abide by all rules and procedures set forth herein, in the Election Center Exhibitor’s Agreement, which are a part of the application to participate in the Election Center’s Conference as an Exhibitor. My signature affixed to this contract represents acceptance of the terms and conditions contained in this agreement.

Signature: _____ Date: _____

Title: _____